

What type of application do I need?

Full plans application.

A full plans application requires the person submitting the application to provide full plans and construction details showing how the proposed works will be carried out to meet the requirements of the Building Regulations. The plans are checked by the building control team and will be approved once the design shows compliance

During the course of the construction the person carrying out the work is required to notify building control at varying stages to allow for inspections to be carried out.

Building notice application.

For a building notice application the submission of construction details (although recommended) are not required. As a result, the proposed construction is not approved at the design stage. The person carrying out the work is required to notify building control at varying stages to allow for inspection. As the assessment of compliance is carried out entirely through the site inspections it is important that the person carrying out the work understands the applicable regulations and how to comply with them. Failure to do so may result in additional expense to rectify non-compliant elements of the construction.

Please note that a building notice cannot be submitted for works to any building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or for extensions being built close to public sewers (except where there is a licence or letter from the water authority confirming their approval).

Application for a regularisation certificate

Where unauthorised works have been carried out, an application for a certificate of regularisation may be submitted. The owner of the property will need to provide plans/information with the application. The owner will need to provide evidence that any completed work met the applicable building regulations at the time which may involve exposing, uncovering, providing test holes or undertaking additional remedial work. It should be noted that the issue of such a certificate is at the discretion of the building control department.